

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF TEXAS**



Vacancy Announcement 11-02

**JUDICIAL SUPPORT SPECIALIST
Dallas, Texas**

Open Until Filled

Salary: \$44,169--\$71,826 (CL 26)*

*The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts.

PRIMARY RESPONSIBILITIES

This position is a member of the Dallas court services team of the Bankruptcy Clerk's Office which provides judicial services. The incumbent's primary responsibility is to provide electronic court recording operator support to one of the bankruptcy judges. When the incumbent is not in court and when time permits, the individual will perform a variety of other court services and case management functions. Specific duties are as follows:

- Records court proceedings. Assists with the orderly flow of proceedings and assuring presence of all necessary participants.
- Manages and organizes exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems.
- Assists in the courtroom by taking notes of proceedings, rulings, notices and prepares minute entries electronically.
- Prepares courtroom for proceedings and ensures all electronic equipment is functioning properly.
- Acts as liaison between the judge and counsel in the absence of the assigned courtroom deputy.
- Receives, reviews and maintains exhibits and sealed documents.
- Processes transcripts; arranges for transcriptions; answers questions from parties and the public regarding obtaining transcripts.

- Makes summary entries of documents in the electronic filing systems as needed.
- Maintains court calendar, monitoring for conflicts or incompatibility with case movement.
- Performs duties associated with the management of cases.
- Monitors the timely submission and filing of orders.
- Identifies emergency motions and documents that require special handling and refers them to appropriate personnel with minimum delay.
- Dockets minute orders, proceeding memos, court orders, judgments, and other matters deemed appropriate.
- Reviews case management reports and takes appropriate actions to ensure timely progression of cases, resulting in proper disposition (e.g. discharge, dismissal, conversion, transfer, etc.)
- Processes and transmits case records for appeals.

MINIMUM REQUIREMENTS:

High school graduate. Two years of general clerical experience plus two years specialized experience (progressively responsible experience related to the processing of legal documents, use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws).

Required competencies include:

- **Ability to communicate effectively with judges and other participants in court proceedings, including swearing-in witnesses.**
- **Aptitude for operating and maintaining sound recording equipment including ability to properly locate microphones within the courtroom.**
- **Ability to take notes and summarize material for proceeding memos in a distracting setting.**
- **Excellent oral and written communication skills including proficiency of language usage, grammar, and spelling.**
- **Demonstrated skill in using personal computers, word processing software, Internet browser, electronic mail, Adobe Acrobat and other software applications.**
- **Ability to produce accurate, thorough, and high quality work products.**
- **Physical ability to sit for long periods of time in the courtroom without a break during hearings.**
- **Initiative and ability to work independently.**

- **Ability to think logically, analyze data, research matters and solve problems.**
- **Demonstrated reliability and punctuality.**

DESIRED QUALIFICATIONS:

College degree is highly desired. Legal experience and/or CM/ECF experience is helpful. Broad working knowledge of bankruptcy processes and procedures and thorough knowledge of the purpose and content of legal documents would be helpful.

BENEFITS:

Court employees are not included in the government's civil service classification. They are, however, entitled to the same benefits as other federal employees, including: up to 13 days of paid annual leave per year for the first three years, thereafter up to 26 days per year, 10 federal holidays, participation in the Federal Employees Retirement System with percent of contributions matched, choice of health benefit plan from several options, life insurance, and periodic salary increases. This position is subject to mandatory electronic funds transfer for salary payments.

APPLICATION PROCESS:

Submit a cover letter with current resume to: Human Resources Manager, by e-mail (in Word or WordPerfect only) to: employment@txnb.uscourts.gov

The selected candidate will be subject to an FBI background investigation as a condition of employment. Retention depends upon a favorable suitability determination.

The United States Bankruptcy Court is an Equal Opportunity Employer.